

*Understanding*

*the*

*MAP Student*

*Demographic Update*

*Process*

Draft - September 13, 2006

**INTRODUCTION**

The MOSIS Precode system is being used to enable school districts to make changes to student demographic data. The following documentation describes the use of the system. This guide contains step by step instructions for submitting and validating data.

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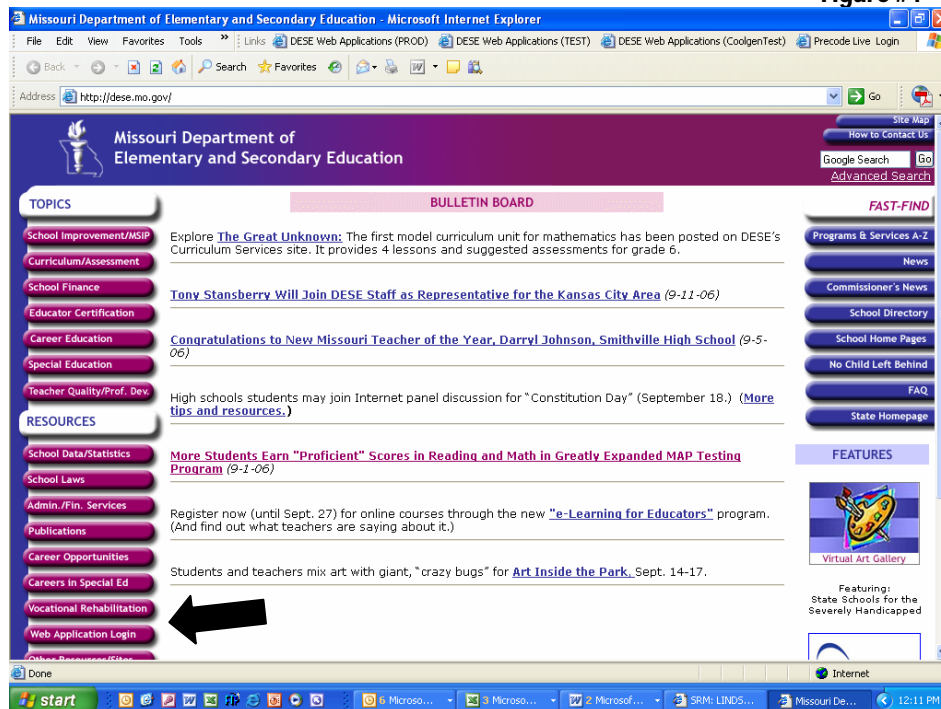
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## STEP 1 : Accessing the application.

Access the Missouri Department of Elementary and Secondary Education website at: <http://dese.mo.gov>  
Click on the Web Application Login link.

Figure #1



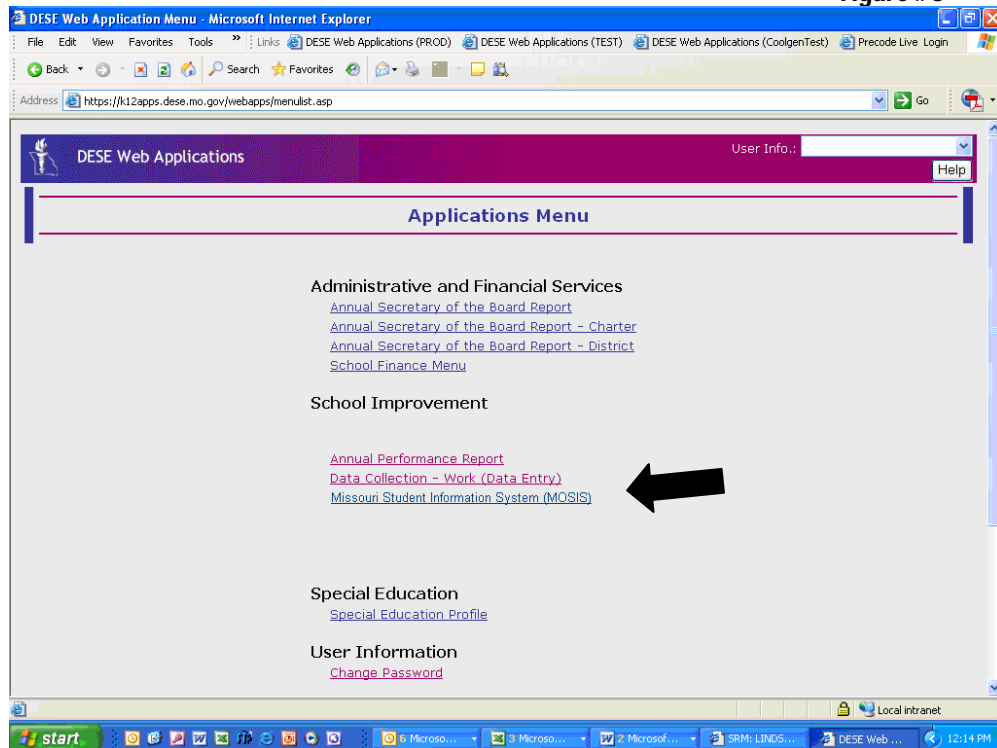
Enter your User ID and Password. Click “Login”. If you do not have a User Id and Password, see Appendix A on page 11. This login process is limited to the district person with access to the MOSIS precode system.

Figure #2



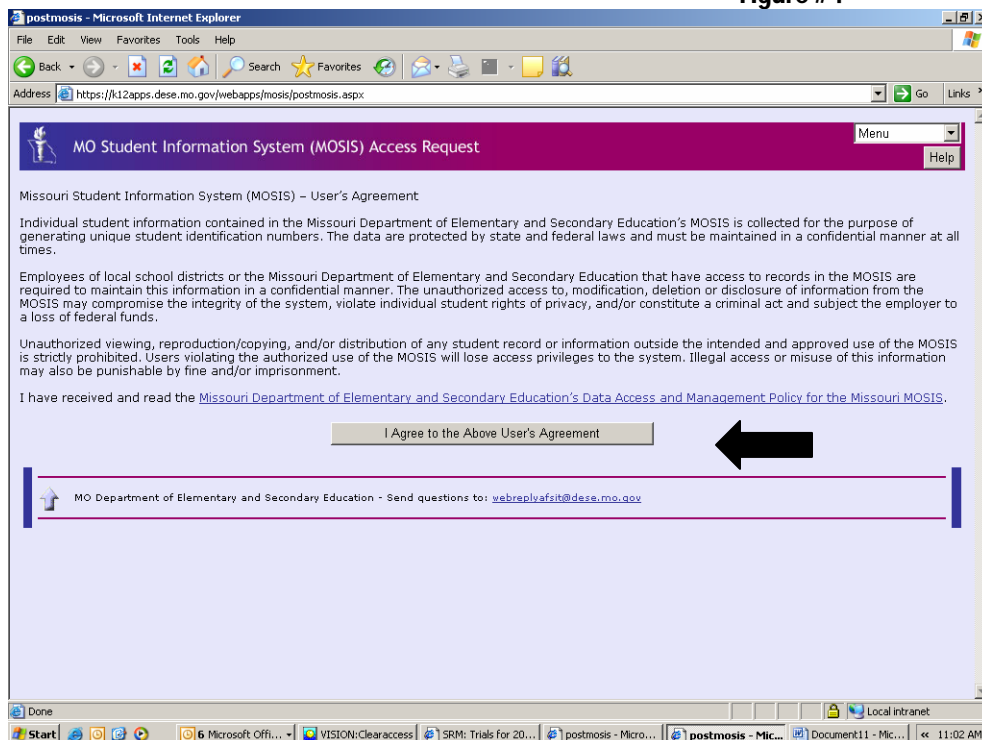
From the Applications Menu, click on the “Missouri Student Information System (MOSIS)” link.

Figure #3



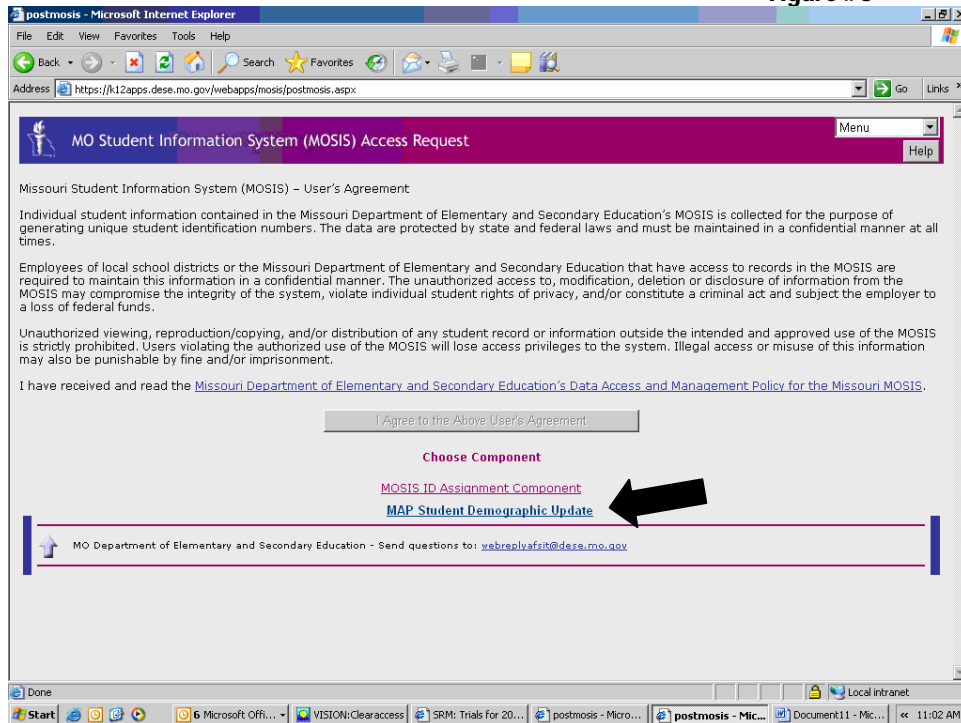
Read the statement and if you agree, click on “**I Agree to the Above User’s Agreement**”.

Figure #4



Click on the “MAP Student Demographic Update” link.

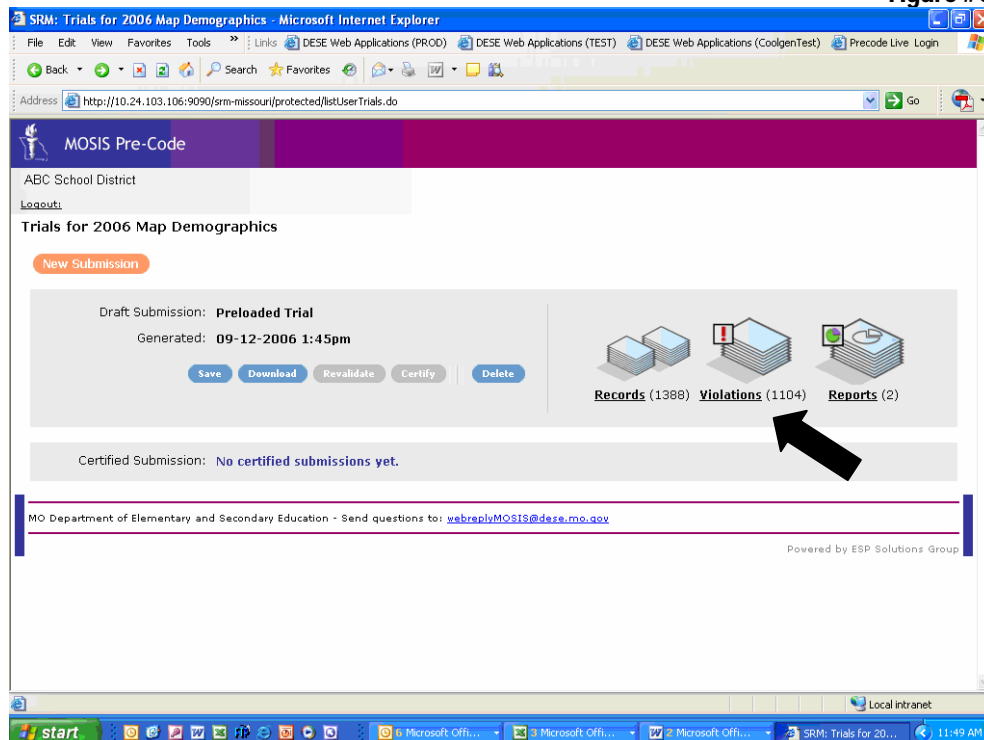
Figure #5



## STEP 2 : Correcting errors/warnings.

The following screen appears with a “Preloaded Trial”. Click on “Violations” to find the list of errors/warnings.

Figure #6



A list of the errors and warnings associated with your file are displayed. Click on the number next to the errors/warnings to get a listing of the student records with the violation noted.

Figure #7

SRM: Preloaded Trial - Microsoft Internet Explorer

File Edit View Favorites Tools Links DESE Web Applications (PROD) DESE Web Applications (TEST) DESE Web Applications (CoolgenTest) Precode Live Login

Address http://10.24.103.106:9090/srm-missouri/protected/trialIndex.do?trialId=323

MOSIS Pre-Code

ABC School District

Logout:

[Trials for 2006 Map Demographics](#) > **Preloaded Trial**

Generated yesterday at 1:45pm.

Records	Violations	Reports
Students <a href="#">829</a>	Error <a href="#">17</a> The ResidentDistrictCode field does not contain a valid district code. (rule 002)	<a href="#">Student Roster Report</a>
	Error <a href="#">18</a> Student's MOSIS ID is not found. (rule 008)	<a href="#">Validation Errors Report</a>
	Error <a href="#">18</a> SchoolOfResidenceId does not contain a valid school code for this district. (rule 020)	
	Error <a href="#">1</a> The ELL and ELLMonitoring fields both contain 'Y'. (rule 028)	
	Error <a href="#">32</a> The StateId must be unique for all students. (rule 029)	
	Error <a href="#">11</a> One or more required fields are missing. (rule 030)	
	Error <a href="#">500+</a> IEPDisab should contain a valid code or be left as null. (rule 042)	
	Error <a href="#">1</a> Too many problems were reported. Fix some of the problems and regenerate the trial. (rule TooManyProblems)	
	Warning <a href="#">2</a> This student's date of birth does not match the date of birth in the MOSIS ID system. (rule 004)	
	Warning <a href="#">2</a> The IEP field contains 'Y', but SPEDInstTime is not indicated. (rule 012)	
	Warning <a href="#">1</a> The SPEDInstTime field contains a value, but the IEP field contains 'N'. (rule 021)	
	Warning <a href="#">500+</a> The IEPDisab field contains 'Y', but the IEP field contains 'N'. (rule 022)	
	Warning <a href="#">1</a> Too many problems were reported. Fix some of the problems and regenerate the trial. (rule TooManyProblems)	

start

Local intranet

12:19 PM

To view the record, click on “[View](#)”.

Figure #8

SRM: Students violating 012 - Microsoft Internet Explorer

File Edit View Favorites Tools Links DESE Web Applications (PROD) DESE Web Applications (TEST) DESE Web Applications (CoolgenTest) Precode Live Login

Address http://10.24.103.106:9090/srm-missouri/protected/listData.do?trialId=323&list=012&type=Student

MOSIS Pre-Code

ABC School District

Logout:

[Trials for 2006 Map Demographics](#) > [Preloaded Trial](#) > **Students violating 012**

Generated yesterday at 1:45pm. There are 2 Student records in this list.

Show: [Students Violating 012](#) [Go](#)

**Rule 012:** The student record should contain a SPEDInstTime if the student has an IEP.

Violations	SchoolCode *	LastName	FirstName	MiddleName	Gender	DateOfBirth	LocalStudentId	StateId
<a href="#">view</a>	1 3000	LARRY	LARRY		M	6/8/1992		
<a href="#">view</a>	2 4020	KRISTA	KRISTA		F	8/29/1994		

Page 1 of 1 [Go](#)

MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@desa.mo.gov](mailto:webreplyMOSIS@desa.mo.gov)

Powered by ESP Solutions Group

start

Local intranet

12:24 PM

The individual student record appears, with the field(s) containing the error(s) highlighted in yellow. To correct the error, click on **“Edit”**.

Figure #9

Codes	Data	Type	Rule	Definition
SchoolCode	1050	Error	002	The Resident District Code given does not match any known district. Ensure that the ResidentDistrictCode field matches a district in the Core Data System.
ResidentDistrictCode				The ResidentDistrictCode field does not contain a valid district code.
LastName	MARCEL	Error	008	The StateId for this student does not match any known MOSIS ID.
FirstName	MARCEL			Student's MOSIS ID is not found.
MiddleName	P	Error	020	The School of Residence Id given does not match those for this district. Check the Core Data System for valid school codes.
Suffix				SchoolOfResidenceId does not contain a valid school code for this district.
Gender	F - Female	Error	029	A duplicate MOSIS ID was submitted; check that all submitted students have a unique State ID.
DateOfBirth	5/17/1990			The StateId must be unique for all students.
GradeLevel	10 - Tenth Grade			
LocalStudentId		Error	030	The fields "SchoolCode", "ResidentDistrictCode", "LastName", "FirstName", "Gender", "DateOfBirth", "GradeLevel", "LocalStudentId", "Ethnicity", "StateId", "DistrictCode", "CurrentSchoolYear", "NotFAYSchool", "NotFayDistrict", "SES", "SchoolOfResidenceId" and "TeacherName" are required, and may not be null, empty, or only blanks.
SSN				One or more required fields are missing.
Ethnicity	H - Hispanic			
StateId	0000000000			
DistrictCode	000000			
CurrentSchoolYear	2006			
IEP	N - No			
IAP504	N - No			
Gifted	N - No			

Enter the corrected information into the field containing the error, then click **“Save”**.

Figure #10

Codes	Data
SchoolCode *	1050
ResidentDistrictCode *	008070
LastName *	Jane
FirstName *	Jane
MiddleName *	P
Suffix *	
Gender *	F - Female
DateOfBirth *	5/17/1990
GradeLevel *	10 - Tenth Grade
LocalStudentId *	
SSN *	
Ethnicity *	H - Hispanic
StateId *	0000000000
DistrictCode *	000000
CurrentSchoolYear *	2006
IEP *	N - No

To go back to the list of students with errors associated to this violation, click “Students violating 0XX”.

Figure #11

SRM: Edit Microsoft Internet Explorer

Address: http://10.24.103.106:9090/srm-missouri/protected/editData.do?trialId=323&type=Student&list=008&id=682293

MOSIS Pre-Code

ABC School District

Logout:

Trials for 2006 Map Demographics > Preloaded Trial > Students violating 008 > MARCEL MARCEL (0000000000) > Edit MARCEL MARCEL (0000000000)

Save Cancel

Codes	Data
SchoolCode *	1050
ResidentDistrictCode *	008070
LastName *	Jane
FirstName *	Jane
MiddleName	p
Suffix	
Gender *	F - Female
DateOfBirth *	5/17/1990
GradeLevel *	10 - Tenth Grade
LocalStudentId *	
SSN	
Ethnicity *	H - Hispanic
StateId *	0000000000
DistrictCode *	000000
CurrentSchoolYear *	2006
IEP	N - No

To help you navigate through the violations, a list is also available in a dropdown box.

Figure #12

SRM: Students violating 012 - Microsoft Internet Explorer

Address: http://10.24.103.106:9090/srm-missouri/protected/listData.do?trialId=323&list=012&type=Student

MOSIS Pre-Code

ABC School District

Logout:

Trials for 2006 Map Demographics > Preloaded Trial > Students violating 012

Generated yesterday at 1:45pm. There are 2 Student records in this list.

Show: Students Violating 012 Go

Rule 012: The student record should contain a SPEDInstTime if the student has an IEP.

Violations	SchoolCode *	LastName	FirstName	MiddleName	Gender	DateOfBirth	LocalStudentId	StateId
<a href="#">view</a>	1 3000	LARRY	LARRY		M	6/8/1992		
<a href="#">view</a>	2 4020	KRISTA	KRISTA		F	8/29/1994		

Page 1 of 1 Go

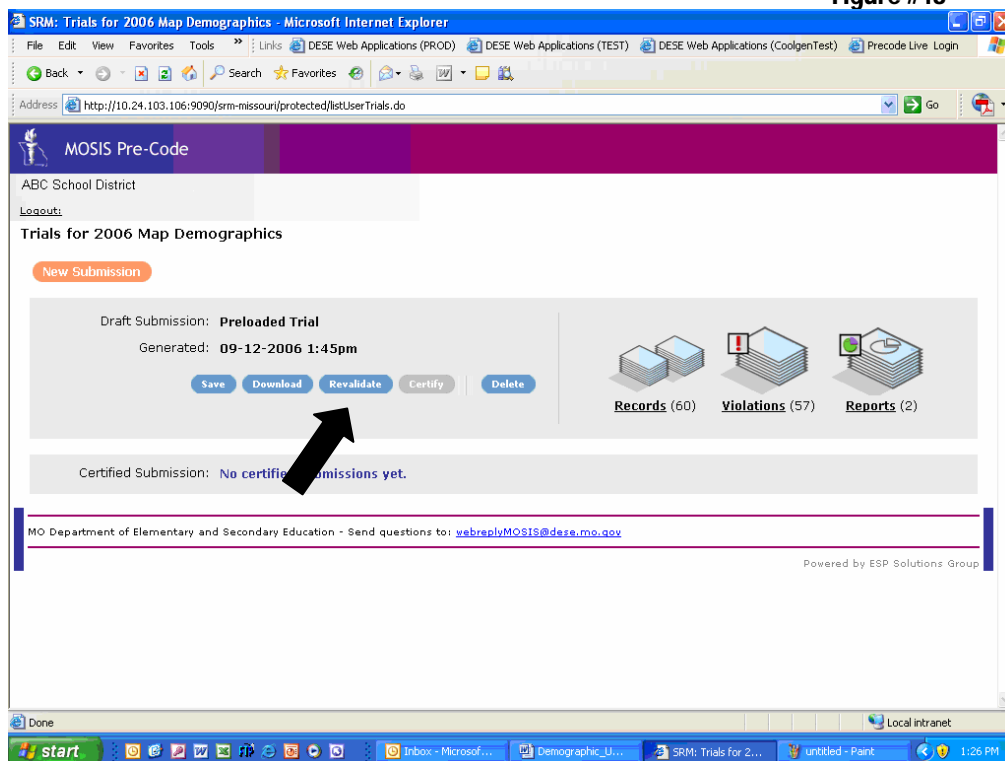
MO Department of Elementary and Secondary Education - Send questions to: [webreplyMOSIS@deare.mo.gov](mailto:webreplyMOSIS@deare.mo.gov)

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After errors/warnings have been corrected online, the “**Revalidate**” button activates (changes from gray (inactive) to blue (active)). Click on “**Revalidate**” to update your submission.

Figure #13



This system is designed to collapse student records into one record per student. During the testing window a student may have taken up to 3 tests (MA, CA, SC, or SS). As part of each test the student had to provide demographic information as part of the label or filled out the bubble sheet (SIS). This process will compare the information provided from each test and make sure the like fields match.

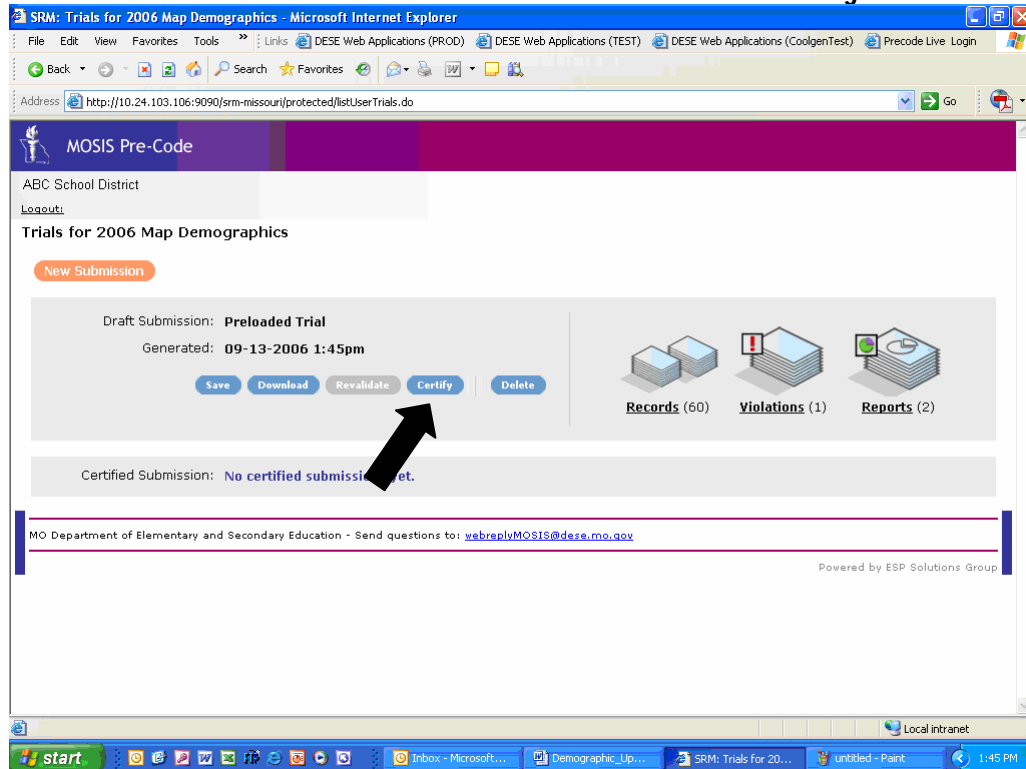
The following student demographic fields need to match for **EACH** student record before the system will allow the records to collapse into one: school code, resident district code, last name, first name, middle name, suffix, gender, date of birth, grade level, local student id, SSN, ethnicity, state id, district code, IEP, IAP504, gifted, migrant, Title I, not fay school, not fay district, SES, career ed, voluntary transfer, school of residence id, spec inst time, IEP disab, MAP alternate, ELL1 YR, ELL3YR, ELLMonitoring, and ELL. **The fields are case sensitive and will not collapse unless the student records match exactly.** For a list of field definitions see Appendix B on page 12.

NOTE: The fields CACTB, MACTB, SCCTB and SSCTB (SC and SS were given on a voluntary basis) are unique numbers assigned to each students test booklet for scoring purposes; these fields should not be changed and will collapse appropriately.

	SchoolCode	DistrictCode	LastName	FirstName	Gender	DateOfBirth	Ethnicity	CACTB	MACTB	SCCTB
Record 1	4020	000000	SMITH	SAM	F	1/19/1996	B	1111111		
Record 2	4020	000000	Smith	SAMANTHA	M	1/19/1996	W		2222222	
Record 3	4020	000000	SMITH	SAMATH	F	12/19/1996	W			3333333

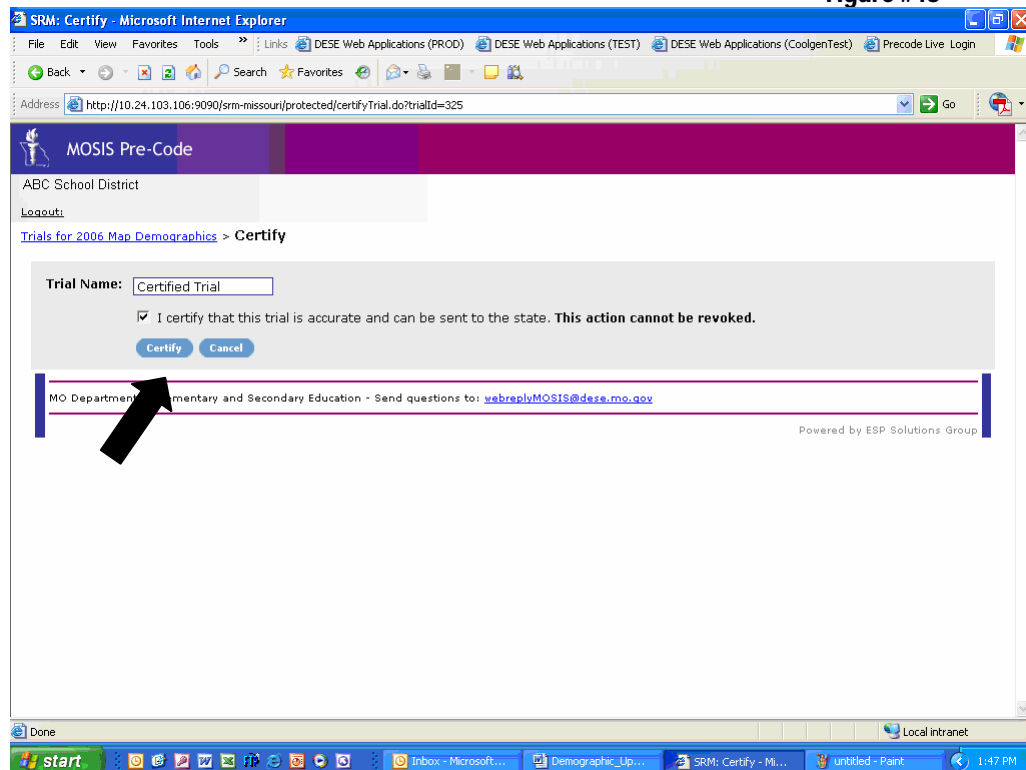
Once all errors have been corrected online the “Certify” button will activate.  
Click on the “**Certify**” button. NOTE: Warnings do not have to be corrected before certification can occur.

**Figure #14**



Click the check box next to “I certify that this trial is accurate and can be sent to the state”.  
Click “**Certify**”.

**Figure #15**



## *Appendix A: How to Obtain Access*

From the DESE Web Login Security Request Forms page, click on the “MO Student Information System (MOSIS) Access Request link”.

**Figure #16**

**DESE Web Applications** User Info.: User Info.

### DESE Web Login Security Request Forms

**Remember: If you are with a public school, you can also add/delete users or add/delete user roles by contacting your designated User Manager (s) within the district (one is your superintendent). Thank you.**

The forms listed on this page are available in PDF format. Please refer to our [PDF notes page](#) for further information on downloading PDF documents. These forms can be filled in on-line and then printed, or you can print the blank form and fill in by hand. To print the form use File -- Print. (You cannot save the filled in form unless you have the full version of Adobe Acrobat.)

The [Web Login Delete Form](#) (updated 06/05) is used to delete existing users.

Also, effective March 2005, we have reorganized the form and grouped systems together according to program.

[MO Student Information System \(MOSIS\) Access Request](#)

**(Note: This is currently not available via the User Manager system)**

The [DESE Web Systems User ID Request Form](#) (updated 06/05) is used to authorize access to each of the DESE Web application systems listed below:

Also, effective March 2005, we have reorganized the form and grouped systems together according to program.

- Annual Secretary of the Board Report (ASBR)/School Finance
- Data Collection
- Early Childhood Education - Parents as Teachers
- Educator's Professional Development Reporting

Fill out the form as indicated. Be careful to select the appropriate level of access. When the form is complete, click on the [Retrieve Printable Form](#) button, print the form, obtain your superintendent's signature, and fax to the department's information technology fax number listed on the form. Once access is granted you will be contacted (by e-mail) with your User ID and Password.

**Figure #17**

**MO Student Information System (MOSIS) Access Request** Menu Menu Help Help

First Name  Middle Initial  Last Name

Birthdate  (mm/dd/yyyy) Mother's Maiden Name

Email Address

Enter 6 Digit District Code (No Dashes)

Choose to give the user full district access.

District Level ☐

**OR**

Select a single building from the list to assign this user to.

Retrieve assurance statement to be printed and faxed to DESE by clicking the button below

MO Department of Elementary and Secondary Education - Send questions to: [webreplvafrt@de.se.mo.gov](mailto:webreplvafrt@de.se.mo.gov)

## **Appendix B**

### **DEFINITIONS**

Field #	Field Name	Input Field Name	Req.	Data type	Format Details	Notes
1	Current School Code	SchoolCode	Yes	VarChar (4)		School Code (4 digit DESE assigned code) where the student is currently enrolled. School must be located in the district that the submitting user has set as his/her current location.
2	Resident District Code	Resident District Code	Yes	VarChar (6)		DESE 6 digit County District Code for the district of residence. For example a K-8 Resident II student attending high school in a different district would have Resident District Code populated with xxxxxx and the "Current District Code" (listed below) populated with yyyyyy representing the district of enrollment.
3	Legal Last Name	LastName	Yes	VarChar (60)		This field will be used for sort order.
4	Legal First Name	FirstName	Yes	VarChar (60)		
5	Legal Middle Name	Middle Name	No	VarChar (60)		
6	Legal Name Suffix	Suffix	No	VarChar (10)		
7	Gender	Gender	Yes	VarChar (1)	M = (Male) F = (Female)	Pre-defined Gender Code.
8	Date of Birth	DateOfBirth	Yes	VarChar (10)	Format 'mm/dd/yyyy'	
9	Current Grade Level	GradeLevel	Yes	VarChar (2)	K, PK, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Pre-defined Grade Level Code. This field will be used for sort order.
10	Local Student ID	Local StudentId	Yes	VarChar (20)		ID used in the local Student Information System to uniquely identify the student. Provides a mechanism to import student data from the Unique-ID System into the local Student Information System.
11	Social Security Number	SSN	No	VarChar (11)	Format xxx-xx-xxxx	
12	Race / Ethnicity	Ethnicity	Yes	VarChar (1)	A = Asian B = Black H = Hispanic I = Indian W = White	Pre-defined Race / Ethnic code.
13	State ID	StateId	Yes	VarChar (10)		10 digit State ID from the MOSIS system
14	Current District Code	DistrictCode	Yes	VarChar (6)		DESE 6 digit County District Code where the student is currently enrolled. Must be the same as the district that the submitting user has set as his/her current location.

15	Current School Year	Current SchoolYear	Yes	VarChar (10)	Format 'yyyy'	School Ending Year – '2006' for 2005-2006 Must have a 'yyyy' format.
16	Individual Education-al Plan (IEP) (special education)	IEP	No	VarChar (1)	Format Y, N	An Individualized Education Program (IEP) student is a student who is eligible under IDEA and has an (IEP). Null is interpreted as N.
17	Individual Accommodation Plan (IAP) (504)	IAP504	No	VarChar (1)	Format Y, N	Designation for a student who is identified as disabled under Section 504 of the 1973 Rehabilitation Act and <b>not</b> under the Individuals with Disabilities Education Act (IDEA). An IAP (504) student does not have an Individualized Education Program (IEP). Null is interpreted as N.
18	Gifted	Gifted	No	VarChar (1)	Format Y, N	Designation for students who have been identified for and/or have participated in the district's formal gifted program. Null is interpreted as N.
19	Migrant	Migrant	No	VarChar (1)	Format Y, N	A Migrant is a student who has moved across school district boundaries within the preceding 36 months to seek or obtain (or to accompany or join a parent, spouse, or guardian who is seeking to obtain) temporary, seasonal employment in agriculture or fishing, or to work in a beef, poultry, or pork processing plant. Null is interpreted as N.
20	Title I	TitleI	No	VarChar (1)	Format Y, N	Designation for a students receiving Title I services. <b>All</b> students in a Title I school wide program should be designated as Title I. If a school does <b>not</b> receive Title I funds, <b>none</b> of the students in that school should be designated as Title I. Null is interpreted as N.
21	In Building Less than a Year (Full Academic Year Status)	NotFAY School	Yes	VarChar (1)	Format Y, N	A student is considered in a building less than a year if that student was not part of the September enrollment (last Wednesday in September) for that school year.
22	In District Less than a Year (Full Academic Year Status)	NotFAY District	Yes	VarChar (1)	Format Y, N	A student is considered in district less than a year if that student was not part of the September enrollment (last Wednesday of September) for that school year.
23	SES (Free or Reduced-Price Lunch Status)	SES	Yes	VarChar (1)	Format Y, N	Designation for students approved for free/reduced-price meals.

24	H.S. Career Education Student	CareerEd	No	VarChar (1)	Format Y, N	Designation for students in Grades 9-12 who have completed or are currently taking a Career Education course approved by DESE. Null is interpreted as N.
25	Voluntary Transfer Student	Voluntary Transfer	No	VarChar (1)	Format Y, N	Designation for students who reside in the St. Louis City School District but who voluntarily enroll in a St. Louis County School District. Null is interpreted as N.
26	School of Residence ID	SchoolOf ResidenceId	Yes	VarChar (4)	Format '####'	DESE 4 digit School Code for the school of residence.
27	Special Education Instructional Time	SPEDInst Time	No	VarChar (1)		<b>Special education instruction:</b> blank if no special education 0 = Less than 21% of school day 1 = 21% to 59% of school day 2 = More than 60% of school day 3 = Separate school serving students with disabilities only
28	IEP Disability Diagnosis	IEPDisab	No	VarChar (2)	Format '##'	Blank if no IEP <b>01 MR</b> –Mental Retardation. <b>02 ED</b> –Emotional Disturbance. <b>03 SP</b> –Speech or Language Impairment. <b>04 OI</b> –Orthopedic Impairment. <b>06 VI</b> –Visual Impairment. <b>08 HI</b> –Hearing Impairment. <b>09 LD</b> –Specific Learning Disabilities. <b>10 OHI</b> –Other Health Impairment. <b>11 DB</b> –Deaf and Blindness. <b>12 MD</b> –Multiple Disabilities <b>13 AU</b> – Autism. <b>14 TBI</b> –Traumatic Brain Injury. <b>16 YCDD</b> –Young Child with a Developmental Delay.
29	Name of Teacher	Teacher Name	Yes	VarChar (40)		Used for sort order. Can be teacher/examiner/class name.
30	MAP-Alternate	MAP Alternate	No	VarChar (1)	Format Y,N	Designations for a student whose IEP team has determined that the student is eligible for the MAP Alternate (MAP-A) Assessment. Null is interpreted as N.
31	ELL <1Yr in USA	ELL1Yr	No	VarChar (1)	Format Y,N	Designation for English Language Learners (ELL) students who are in their first year of enrollment in a United States school at the time the MAP assessments are given. Null is interpreted as N.
32	ELL < 3 Yrs in USA	ELL3Yr	No	VarChar (1)	Format Y,N	Designation for English Language Learners (ELL) students (receiving services or not receiving services) in their first, second, or third year full academic year in the United States. Null is interpreted as N.
33	ELL Monitor-ing	ELL Monitoring	No	VarChar (1)	Format Y,N	Designation for students whose native languages are other than English and who are from other countries or whose home environments include

						languages other than English. Whose English language proficiency is comparable to grade and age peers. These students do not receive differentiated instruction to address their English language proficiency, but are designated as ELL for two years after they have stopped differentiated instruction to address English language proficiency. Null is interpreted as N.
34	ELL (Receiv-ing Services)	ELL	No	VarChar (1)	Format Y,N	Designation for students whose native languages are other than English and who are from other countries or whose home environment includes languages other than English whose English language proficiency is below that of grade and age peers. These students receive differentiated instruction to address their English language proficiency. Null is interpreted as N.
35	CACTB		Yes			CTB Student Element Number associated with a students test booklet for Communication Arts
36	MACTB		Yes			CTB Student Element Number associated with a students test booklet for Mathematics
37	SCCTB		Yes			CTB Student Element Number associated with a students test booklet for Science
38	SSCTB		Yes			CTB Student Element Number associated with a students test booklet for Social Studies